

**BY ORDER OF THE COMMANDER  
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND  
INSPECTION CHECKLIST 38-10**

**1 FEBRUARY 2000**

***Manpower and Organization***

***INTERNATIONAL AFFAIRS  
(MAJCOM/WING/NAF)***

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OPR: XPIP (Mr. Thomas E. Dickinson, GS-14)  
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This checklist reflects Command requirements to prepare for and conduct internal reviews in the functional area of international affairs.

***SUMMARY OF REVISIONS***

This checklist has been revised updating changed unit/wing arms control responsibilities.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are required by law, executive orders, DoD directives, or safety guidelines; which, if not complied with, could result in significant legal liabilities, penalties, or mission impact. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the attached checklist as a guide only. AFSPC Checklists **will not** be supplemented. Add to or modify each area as needed, to ensure review of unit international affairs activities. See [Attachment 1](#).

RUSSELL J. ANARDE, Brig Gen, USAF  
Director of Plans and Programs

## Attachment 1

## INTERNATIONAL AFFAIRS CHECKLIST

Table A1.1. Checklist.

<b>MISSION STATEMENT:</b> To ensure unit arms control, policy, and foreign disclosure functions of international affairs comply with policies, directives, agreements, and treaties.			
<b>1. MANAGEMENT (CRITICAL ITEMS)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1. Do the arms control, international policy, and foreign disclosure functions of international affairs comply with existing policy, agreements, and treaties? (AFI51-701, AFI16-201, AFI16-601, DoD4500.54G)			
1.2. If this guidance does not exist, are new policies and agreements fully coordinated before approval, using historical baselines or precedents where appropriate? (AFI51-701, AFI16-201, AFI16-601, DoD4500.54G)			
<b>2. NEGOTIATING, CONCLUDING, REPORTING, AND MAINTAINING INTERNATIONAL AGREEMENTS - MAJCOM AND WING LEVEL (CRITICAL ITEMS)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.1. Are international agreements negotiated below command level submitted to the International Affairs Division (HQ AFSPC/XPI) before conclusion of the agreement (AFI51-701, AFSPC Sup, para 2.2.1)			
2.2. Does the unit or HQ AFSPC staff element request written approval and obtain policy and legal advice from the HQ AFSPC/XPI and staff judge advocate's office (HQ AFSPC/JA) prior to initiating, negotiating, or concluding an international agreement? (AFI51-701, para 2)			
2.3. Are oral international agreements negotiated or concluded below command level? (AFI51-701, AFSPC Sup, para 4)			
<b>(NON-CRITICAL ITEMS)</b>			
2.4. Are copies of international agreements concluded below command level forwarded to HQ AFSPC/XPI? (AFI51-701, para 7)			
2.5. Are copies of all applicable international agreements current and on file within the unit? (AFI51-701, para 8)			
<b>3. NON - CONUS TRAVEL - MAJCOM AND WING LEVEL (CRITICAL ITEMS)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.1. Do all requests for clearance messages comply with the Foreign Clearance Guide (FCG) requirements for each country to be visited? (DoD4500.54-G, General Info Chapter 6, para C)			
3.2. Is State Department approval obtained prior to requesting clearance to visit any country designated in the FCG as a Special Area? (DoD4500.54-G, General Info Chapter 3, para 26)			

3.3. Are locally approved clearance messages sent to overseas clearance authorities according to lead times specified in the FCG? (DoD4500.54-G, General Info Chapter 6, para B			
3.4. Are briefings and documents intended for release to foreign nationals cleared through HQ AFSPC/XPIF? (DoD4500.54-G, General Info Chapter 6, para 5)			
<b>(NON-CRITICAL ITEMS)</b>			
3.5 Are requests for non-conus travel approved by the unit, wing commander, director or his/her designated approving authority? (DoD4500.54-G, General Info Chapter 6, para f.3b)			
3.6. Are all requests for clearance messages to visit AFSPC overseas sites sent to appropriate addresses? (DoD4500.54-G, General Info Chapter 6, para C			
3.7 Are the International Policy and Arms Control Branch (HQ AFSPC/XPIP) and the Foreign Disclosure Branch (HQ AFSPC/XPIF) included as information addressees on requests for clearance messages? (DoD4500.54-G, General Info Chapter 6, para C)			
3.8 Are clearance authorities and HQ AFSPC/XPIP promptly notified when overseas TDY is canceled? (DoD4500-.54-G, General Info)			
<b>4. ARMS CONTROL - MAJCOM AND WING LEVEL (CRITICAL ITEMS)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.1. Does the unit have a point of contact identified to HQ USAF/XONP for the Strategic Arms Reduction Treaty (START), Chemical Weapons Convention (CWC), Open Skies Treaty, and the Intermediate Range Nuclear Forces (INF) Treaty, as applicable? (AFI16-601, para 3.1.1)			
4.1.1. START (HQ AFSPC/XPIP, Vandenberg AFB CA, F.E. Warren AFB WY, and Malmstrom AFM MT).			
4.1.2. Open Skies (HQ AFSPC/XPIP)			
4.1.3. CWC (HQ AFSPC/XPIP and all wings).			
4.1.4. INF (HQ AFSPC/XPIP and Patrick AFB FL).			
4.2. Does the unit have a copy of the START, CWC, and INF Treaties, as applicable? (AFI16-601, para 3 and atch 1)			
4.2.1. START (HQ AFSPC/XPIP, Vandenberg AFB CA, F.E. Warren AFB WY, and Malmstrom AFB MT).			
4.2.2. CWC (HQ AFSPC/XPIP and all wings)			
4.2.3. INF (HQ AFSPC/XPIP and Patrick AFB FL).			
4.3. Does the unit have the AFSPC START and CWC Compliance Plan and a wing START and CWC Compliance Plan, as applicable? (AFI16-601, para 3 and atch 1)			

4.3.1. AFSPC and wing START Compliance Plan (HQ AFSPC/XPIP, Vandenberg AFB CA, F.E. Warren AFB WY, and Malmstrom AFB MT)			
4.3.2. AFSPC and wing CWC Compliance Plan (HQ AFSPC/XPIP and all wings)			
4.4. Does the unit have the HQ USAF INF Compliance Plan and a wing INF Compliance Plan? (HQ AFSPC/XPIP and Patrick AFB FL) (AFI16-601, para 3 and atch 1)			
<b>(NON-CRITICAL ITEMS)</b>			
4.5. Does the unit have the HQ USAF Open Skies Compliance Plan? (HQ AFSPC/XPIP) (AFI16-601, para 3 and atch 1)			
<b>5. FOREIGN DISCLOSURE - MAJCOM AND WING LEVEL (CRITICAL ITEMS)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
5.1. Is the AFSPC foreign disclosure program being managed in accordance with guidelines set forth in national disclosure policy (NDP)? (NDP-1)			
5.2. Is disclosure of AFSPC information within the criteria set forth in NDP-1? (Section II, para 5)			
5.3. Are foreign disclosure regulations current? (Air Force Indexes)			
5.4. Have site commanders or their representatives been advised of procedures required in exercising their delegated release authority? (AFI16-201, para 1.4)			
5.5. Have site commanders or their representatives been advised of procedures for requesting disclosure release or assistance from higher headquarters? (AFI16-201, para 1.4)			
5.6. (FOR HEADQUARTERS ONLY) Are foreign government representatives visits to AFSPC facilities, installations, activities and contractor facilities involving disclosure of information under AFSPC cognizance being approved and coordinated? (AFI16-201, para 2.2)			
5.7. (FOR HEADQUARTERS ONLY) Are documentary disclosures to foreign governments, after staffing and review, consistent with delegated authority and current policies (AFI16-201, para 3.2)			
5.8. Are disclosures of AFSPC information delineating the proper scope and limitation being provided to:			
5.8.1. Air Force personnel (military, civilian, or contractor) during official visits to foreign governments, or agencies, firms, or contractors sponsored by a foreign government? (AFI16-201, para 2.5)			
5.8.2. Air Force personnel (military, civilian, or contractor) requesting release of AFSPC information to representatives of foreign governments attached to AFSPC activities? (AFI16-201, para 4-2 and 5.3)			

5.9. Are disclosures of AFSPC information approved for release to foreign officers attached or assigned to AFSPC activities as exchange or integrated officers (re: Canadians) in accordance with AFSPC DDL's and the NDP? (AFI16-201, para 4.3)			
5.10. Is coordination with all interested parties being accomplished when acting on a AFSPC request for the disclosure of military information under jurisdiction or control of another U.S. agency; or request from another U.S. agency or disclosure of information under AFSPC cognizance? (AFI16-201, para 1.9)			
<b>(NON-CRITICAL ITEMS)</b>			
5.11. Are foreign government representatives in support of bilateral or multi-lateral agreements with the U.S. and that government including end-of-tour reports by foreign exchange officers? (AFI16-201, para 4.5)			
5.12. (FOR HEADQUARTERS ONLY) Do AFSPC Delegation of Authority letters currently on file accurately reflect disclosure policy for the program/country? (AFI16-201, para 1.4)			
<b>6. FOREIGN VISITS - MAJCOM AND WING LEVEL (CRITICAL ITEMS)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
6.1. Are visits by representatives of foreign governments to AFSPC facilities, installations, activities, and contractor facilities in accordance with Air Force Instructions? (AFI16-201, para 2.2)			
6.2. Are points of contact notified of visit approval, conditions of disclosure, and any limitations regarding visits of foreign nationals? (AFI16-201, para 2.2)			
<b>(NON-CRITICAL ITEMS)</b>			
6.3. Are visit requests staffed to the appropriate point of contact upon receipt? (AFI16-201, para 2.2)			
6.4. Are copies of request sent to the required information addressees? (AFI16-201, para 2.2)			
6.5. Are disclosure recommendations consistent with National, Air Force, and Command disclosure policies? (AFI16-201, para 2.1)			
6.6. Are recommendations for approval returned to SAF/IADV? (AFI16-201, para 8.1)			
6.7. Are visit authorizations received from SAF/IADV for visits by foreign nationals? (AFI16-201, para 2.2)			
6.8. (FOR HEADQUARTERS ONLY) Are visit requests for nationals assigned to AFSPC units staffed to the appropriate agencies for approval prior to the visit? (AFI16-201, para 4.4 and 5.11)			
6.9. (FOR HEADQUARTERS ONLY) Are visit authorizations provided to foreign nationals assigned to AFSPC units prior to their travel? (AFI16-201, para 4.4 and 5.11)			

6.10. (FOR HEADQUARTERS ONLY) Are appropriate agencies notified prior to travel by Foreign Exchange Officers? (AFI16-201, para 4.4 and 5.11)			
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